

Position: Official Realtime Court Reporter

Salary Range: \$66,430 - \$79,716 (based on full time employment), plus transcript fees. Salary depends on experience and qualifications.

Date Posted: August 16, 2006

Closing Date: Open until filled.

The U.S. District Court for the Western District of Wisconsin (Madison) is accepting applications for realtime court reporter.

Position overview

An Official Court Reporter records verbatim testimony by Computer Aided Transcription (CAT) for civil and criminal proceedings. At the request of a party or the court, the court reporter provides transcripts within the time frames and cost requirements of the Judicial Conference.

This position involves completing record-keeping forms of time, attendance, transcript production and earnings, as well as maintaining and safeguarding records until their disposition according to statutory requirements and Judicial Conference policy.

Requirements

Qualified candidates must have at least four years of prime stenographic court reporting experience either in the freelance field or in other courts or a combination thereof, and current Registered Professional Reporter (RPR) Certification. Preference will be given to reporters with RMR/RDR certification by NCRA.

Realtime Certification (Successful completion of the Certified Realtime Examination (CRR) offered by the National Court Reporters Association or the Federal Certified Realtime Examination (FCRR) offered by the United States Court Reporters Association) is a requirement for employment as a new official court reporter, unless the pool of candidates is too limited by this requirement under which circumstance an exception may be considered. If the court hires a reporter who has not passed such a realtime certification exam, that reporter will be expected to take and pass such an exam within one year of appointment. Retention depends on the successful completion of the exam process.

The position requires the ability to record verbatim testimony of courtroom proceedings, to read back all or any portions of the court records, to work well under pressure, to work extended court and transcription production hours within strict time limitations, and to work as part of a team of reporters for the judges of the U.S. District Court.

Official Court Reporters must adhere to the requirements of the Court Reporter Management Plan of this District and maintain accurate, legible records which are subject to audits.

Success in the position requires being a self-starter, highly organized, possessing good judgment, and maintaining a professional appearance and demeanor at all times. Also requires working

harmoniously with others in a team-based organization, and communicating effectively both orally and in writing.

The reporter is responsible for purchasing office supplies, office equipment, including computer hardware and software, postage and delivery charges.

Specialized experience

The starting salary of the court's official court reporter is established by the Judicial Conference is dependent on experience and qualifications. Court reporters are grouped for salary purposes, as follows:

Level I

- Must possess four (4) years of court reporting experience in the freelance field of service or in other courts or a combination thereof,
- AND
- must be a Registered Professional Reporter (RPR) *or equivalent qualifying exam*.

Level II

- Must possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement;
- OR
- Must be a Registered Merit Reporter (Certificate of Merit from the National Shorthand Reporters Association)

Level III

- Must be a Realtime Certified Reporter;
- OR
- Must possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement,
- AND
- must be a Registered Merit Reporter.

Level IV

- Must be a Realtime Certified Reporter,
- AND
- must possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement;
- OR
- Must be a Realtime Certified Reporter,
- AND
- must be a Registered Merit Reporter.

Level V

- Must be a Realtime Certified Reporter
- AND

- must possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a Federal Court as a contract or per diem reporter may be credited toward this ten-year requirement

AND

- must be a Registered Merit Reporter.

Benefits

Salary levels:

Level I	\$66,430
Level II	\$69,751
Level III	\$73,073
Level IV	\$76,394
Level V	\$79,716

In addition to the starting salary, an official court reporter is entitled to transcript fees from any party who has contracted with the court reporter for transcripts. The Judicial Conference has established a page rate for transcript fees.

Official court reporters are eligible for a wide range of federal employee benefits. These benefits include:

- 10 paid holidays per year (full time reporters)
- Paid annual leave (for full time reporters) starting at 13 days per year for the first three years
- Paid sick leave (for full time reporters) in the amount of 13 days per year
- Participation in the Federal retirement program
- Optional participation in Thrift Savings Plan (Pre-Tax retirement savings with a partial match)
- Optional participation in choice of Federal Employees' Health Benefits Plans
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service toward leave accrual rates and retirement

How to apply

Candidates should submit a letter of application, resume, photocopy of certification(s) and a list of references to the following address, or email information to hr@wiwd.uscourts.gov.

Human Resources
Office of the Clerk of Court
United States District Court
120 N. Henry Street, Suite 320
Madison, WI 53703

References should include at least three persons who are familiar with the candidate's work, such as: judicial officers, court administrators/clerks/supervisors, or attorneys.

Proof of U.S. citizenship required. All judicial employees must adhere to judicial conference regulations and code of conduct. This position is subject to mandatory direct deposit.

This is a Sensitive position with the judiciary. The person selected to serve in this position will be subject to an FBI background check as a condition of employment. This check will be performed after the person begins service in this position and retention depends upon a favorable suitability determination.

The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement.

The United States District Court for the Western District of Wisconsin is an Equal Opportunity Employer.